THE 2014 - SAN MATEO
LANDSCAPE
DESIGN • BUILD • MAINTAIN • SUPPLY
EXPO

Dear 2014 Landscape Expo - San Mateo (TLE-SM) Exhibitor,

I can't tell you how excited I am about introducing the 2014 Landscape Expo to San Mateo! I would also like to extend a big welcome to the new exhibitors at our show.

The information provided in this manual can help save you time and money. Please read it carefully and note the important deadlines and show regulations. To take advantage of the discounted rates the decorator, electrical, and lead retrieval companies are offering, make sure you place any necessary orders early. Don't wait until the day of the show to order your electricity, internet, etc.!

We are using the same decorator as the Landscape Expo - Long Beach, which really enables you to save on your exhibiting costs. We also have made a complimentary forklift available* (for the first 15 minutes) for all exhibitors to use.

All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

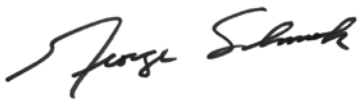
Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available online (www.LandscapeOnline.com) by clicking on the tab labeled, "Exhibitors" then selecting "Info."

Remember to book your hotel early and take advantage of the discounted block rate. Book an extra night to explore and have a little fun in the Bay Area while you are here. San Mateo County Event Center has RV parking available at a very low cost so bring the family and the RV! It's a great place for some family fun!

Please send us a copy of your insurance certificate early, as this is needed before the show for you to participate.

We are dedicated to making our first year in Northern California a success and look forward to working with you in the years ahead!

Sincerely,



George Schmok
Producer

*Free forklift use applies to unloading/loading of exhibitor vehicle with exhibitor present.

THE 2014 - SAN MATEO

LANDSCAPE EXPO

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EXHIBITOR PERSONNEL REGISTRATION FORM

Thank You for Exhibiting in the 2014 Landscape Expo - San Mateo!

Personnel Registration for The Landscape Expo is Free of Charge.

Please complete this form and fax to **714-434-3862** by October 2nd or register online!

Badges will be available for pick up at the Expo

***Company Name:** _____

Representative's First Name	Representative's Last Name	Email

For Additional Questions or Concerns

714-979-5276 ext. 130

tlereg@landscapeonline.com

14771 Plaza Drive, Suite "M" Tustin, CA 92780 · 714-979-5276 ext. 130 · FAX: 714-434-3862

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Show Dates and Hours

Wednesday, October 1	**9:00 a.m. - 3:00 p.m.**
Thursday, October 2	**9:00 a.m. - 3:00 p.m.**

Move - In Hours:

Tuesday, September 30	7:30 a.m. - 5:00 p.m.

All Exhibits must be complete by 8:00 p.m. on Tuesday, September 30, 2014. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

Move - Out Hours:

Thursday, October 2	3:00 p.m. - 9.00 p.m.

Early teardown is not allowed. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. *All exhibits must be completely removed from the San Mateo County Event Center by 9:00 p.m. Thursday, October 2, 2014. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

Exhibitor Badges:
Please register your booth staff in advance to save time using the Staff Registration Form in this exhibitor manual and fax to: (714) 434-3862.

The exhibit booth staff can pick up their badges at the Exhibitor Registration Counter from 11:00 a.m. - 8:00 p.m. on Tuesday, September 30, 2014 or at 8:00 a.m. on Wednesday, October 1 and Thursday, October 2, 2014.

Important Contact Information:

Decorator:	EZ Rents – (909) 624-1697
Electrical:	Edlen Electrical – (650) 225-0900
Lead Retrieval:	Expo Badge – (800) 490-9941
Internet Connection:	San Mateo County Event Center - Events Dept. – (650) 574-3247

Indoor Booth Sizes
Inline 10' x 10' and end caps are draped 10' x 20' and larger booths are floor marked only.

Parking:
Parking is $10.00 per vehicle.
Oversized vehicles are $20.00.

Payment Terms/ Cancellation
As stated in your contract, all booths must be paid for before exhibiting. 50% payment due with contracts. Remaining 50% due in 180 days or 9/1/14, whichever comes first. The Landscape Expo reserves the right to cancel exhibit space if deposit is past due. In the event that deposits are not made on time, the pricing will be adjusted to prevailing pricing until payment is received. Cancellations - All booth space cancellations must be delivered to LCI in writing. A non-refundable fee equal to 25% of the total booth price will be forfeited for cancellation of spaces received prior to 5/1/14. A 50% cancellation fee will apply to cancellations received from 5/1/14 - 7/15/14. Thereafter, refunds are not applicable.

Certificate of Insurance
All exhibitors must provide certificate of insurance in order to exhibit.

Seminar Hours:
Wednesday, October 1, 2014
1.5 hour seminars are scheduled between 8:30 a.m. - 4:30 p.m.

Thursday, October 2, 2014
1.5 hour seminars are scheduled between 8:30 a.m. - 2:30 p.m.

Registration Hours:
Registrations for both days are:
8:00 a.m. - 3:00 p.m.

For Additional Questions or Concerns: **Contact:** Event Production (714) 979-5276 Ext.142 tleinfo@landscapeonline.com

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Frequently Asked Questions

Where Can I Find Information Regarding Seminars?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2014 Landscape Expo - San Mateo banner ads to be directed to the TLE-SM information center. Then select the "Educational Programs" button for information regarding seminars.

Is There A Current List of Exhibitors?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2014 Landscape Expo - San Mateo banner ads to be directed to the TLE-SM information center. Then select the "Exhibitors" button and click on "Exhibitor List" for a current list of 2014 exhibitors.

Who Can I Contact For Assistance With My Booth?

All inquiries related to booth setup, (for example, cleaning services, banner hanging or furniture requests) should be directed to the official show decorator:
EZ Rents - (909) 624-1697

If you need electricity, please contact
Edlen Electrical - (650) 225-0900

For Lead Retrieval, please contact
Expo Badge - (800) 490-9941

All other questions should be directed to:
(714) 979-5276 Ext. 142

Are Any Discounted Hotel Rates Available?

A special block booking has been arranged at the Holiday Inn Hotel & Suites. This discounted rate will only be available until September 1, 2014. Refer to the Hotel & Travel section of LandscapeOnline.com for additional information.

How do I register for an EXPRESS badge?

Please fill out the Exhibitor Registration Form that is found in the Forms section and fax to (714) 434-3862 or, register online!

Can I get on the Internet at the show?

You can order your own Internet connection for your booth, but do this before the early bird deadline date. San Mateo County Event Center - (650) 574-3247.

Can I use the same email address to register everyone for my company?

No. It is preferable to use a separate email address for each person, as that way you will get your own confirmation that you have been registered.

If I bring my family to San Mateo, what is there to do in the area?

Check out http://www.smccvb.com/. There are so many interesting things to do in the bay area! From world class golf courses to kayaking in the Pacific Ocean to unique museums to hiking and taking in our breathtaking views, San Mateo County/Silicon Valley is ideal for all travelers.

Move in and out procedures and large exhibits/vehicles

If you have a large exhibit/vehicle, please fill out the necessary form in the Forms section. We have to be able to plan to get the larger equipment/vehicles in the show first, before the other smaller exhibits arrive, otherwise we will have to dismantle booths to fit you in.

For Additional Questions or Concerns:
Contact: Amy Deane, Event Production
(714) 979-5276 Ext.142
tleinfo@landscapeonline.com

Certificate of Insurance:

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least $1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract ***Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.*** This coverage must be in effect September 29 through October 2, 2014 for the Expo.

LCI must be named as an additional insured on certificate. These certificates must be provided to LCI prior to exhibiting at the event. **Failure to provide said certificates will cause the exhibitor to be prevented from exhibiting at the event and said exhibitor shall forfeit all monies paid for said event.**

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-979-3543, email to tleinfo@landscapeonline.com or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780.
Please see example of the Certificate of Liability below.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY): Date

PRODUCER Phone # — FAX Number
Insurance Agency
Address
City, State, Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Vendor / Exhibitor
Address
City, State, Zip

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Insurance Carrier	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC	ABC123	Date	Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
B		AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	ABC123	Date	Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Location: San Mateo County Event Center
Certificate Holder: Landscape Communications, Inc. (LCI) is named as additional insured
14771 Plaza Drive, Suite M
Tustin, CA 92780

CERTIFICATE HOLDER

Landscape Communications, Inc. (LCI)
14771 Plaza Drive, Suite M
Tustin, CA 92780

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
John Doe *John Doe*

ACORD 25 (2001/08) ©ACORD CORPORATION 1988

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As a standard requirement of all show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 in aggregate. Please see previous page to see a sample of wording and requirements.

If you do not have this coverage in place, we have made arrangements for exhibitors to acquire this coverage at significant savings by purchasing as part of a group. ***Please click the link below to complete a short questionnaire and you can obtain this coverage for $65 plus tax.***

https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=MSYrdtcP2PM$

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be able to move-in/exhibit without submitting verification of insurance coverage.

Please feel free to contact us with any questions.

Thank you for participating in this year's Landscape Expo!

SEE YOU AT THE EXPO!

Sincerely,
Event Production
The Landscape Expo – San Mateo (TLE-SM)

LANDSCAPE COMMUNICATIONS INC
Integrated Media For Landscape Developement Professionals

Landscape Communications, Inc.
14771 Plaza Drive, Suite M
Tustin, CA 92780
714-979-5276 (ph) x142
714-979-3543 (fx)

Exhibitors Information Packet

THE 2014 - SAN MATEO
LANDSCAPE
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San Mateo County Event Center
October 1st & 2nd , 2014

SHOW HOURS: October 1st, 2014 9:00am – 3:00pm / October 2nd, 2014 9:00am – 3:00pm

EXHIBITOR MOVE-IN: September 30th, 2014 7:30am – 5:00pm

EXHIBITOR MOVE- OUT: October 2nd, 2014 3:00pm – 9:00pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: October 2nd , 2014 at 9:00PM

YOUR BOOTH SPACE INCLUDES:
8' Black and White Backwall Drape
3' Black & Ivory Siderail Drape
Complimentary 15 Minute Forklift During Load In
Complimentary 15 Minute Forklift During Load Out

Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out. You must **BE PRESENT** to receive this service or you will be charged drayage (see material handling form below). If you are not paying drayage fees, any pallets left on show floor will be charged a storage fee of $20 per skid.

PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES:
September 22, 2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

A Message from the Decorator

E Z Expo Services has been selected as The Official Service/Drayage contractor for the **2014 San Mateo Landscape Expo** being held at the **San Mateo County Event Center on Oct. 1-2, 2014.** We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to contact us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment MUST be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**, the deadline for discount pricing is: **September 22, 2014**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention center can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

The Staff at
E Z Expo Services

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Frequently Asked Questions

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
    1. Advance & Direct Shipments
    2. Proper labeling for Advance and Direct Shipments
    3. Dates & Times
    4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
    5. Direct shipments will be delivered to your booth when they are received.

- ***Please refer to the front page for move in dates & times***
    1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
    2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
    1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
    2. Have your driver check in at the check- in area
    3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
    1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area.
    2. You will receive your outbound paperwork once you are at the loading dock ready for loading.
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

- ***For Exhibitors with Company or Rented Trucks:***
    1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out.
    2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed.
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: October 2nd, 2014 by 9:00PM

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.
No vehicles will be allowed to drive into buildings without prior permission from Show Management.

PAYMENT POLICY FORM

Must be included with all orders.

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City / State / Zip: _____

Phone # _____Fax # _____

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment must be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLE-SMD AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed $_____ Amount to be charged to Credit Card $_____

If paying by Check, please fill out the following information:

Check Number: _____ Drivers License Number:_____

Address: _____

City: _____ State: _____ Zip Code: _____

If paying by Credit Card, please provide the following information:

Credit Card Number: _____

Please Check: ___AMERICAN EXPRESS ___MASTERCARD ___VISA CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature:_____

Cardholders ***Billing*** Address: _____

City: _____ State: _____ Zip Code: _____

FURNITURE RENTAL ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total		
4 ft. undraped table	$25.00	$35.00	_____	_____	___ Black	___ Red
6 ft. undraped table	$35.00	$45.00	_____	_____		
8 ft. undraped table	$45.00	$55.00	_____	_____	___ Blue	___ White
4 ft. draped table	$65.00	$85.00	_____	_____		
6 ft. draped table	$75.00	$95.00	_____	_____		
8 ft. draped table	$85.00	$105.00	_____	_____		
4th sided table skirt	$20.00	$25.00	_____	_____		
4 ft. undraped counter table	$35.00	$45.00	_____	_____		
6 ft. undraped counter table	$45.00	$55.00	_____	_____	Price includes top covered in white	
8 ft. undraped counter table	$55.00	$65.00	_____	_____	plastic and 3 sides draped	
4 ft. draped counter table	$75.00	$95.00	_____	_____		
6 ft. draped counter table	$85.00	$105.00	_____	_____	Tables: 30” W x 30” H	
8 ft. draped counter table	$95.00	$115.00	_____	_____	Counter Tables: 30” W x 42” H	
4th side counter skirt	$30.00	$35.00	_____	_____		
Cocktail undraped round table	$85.00	$125.00	_____	_____		
Cocktail draped round table	$125.00	$150.00	_____	_____	Color of linen _____	

Chairs				
Black bar stool	$30.00	$45.00	_____	_____
Padded Arm Chair	$35.00	$50.00	_____	_____
Folding Chair	$8.00	$12.00	_____	_____
Padded Counter Stool	$40.00	$55.00	_____	_____

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft. high)	$3.00 per foot	$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22” x 28” x 5H)	$30.00	$45.00	_____	_____
Crossbar / Spreader	$15.00	$20.00	_____	_____
Display Case	$130.00	$165.00	_____	_____
Easel	$25.00	$35.00	_____	_____
Glass Bowl	$15.00	$20.00	_____	_____
Garment Rack (5’ H x 5’ H)	$35.00	$50.00	_____	_____
Peg Board (4’ x 8’ Vertical / Horizontal)	$85.00	$125.00	_____	_____
Stanchions with 8 ft. chain	$25.00	$40.00	_____	_____
Side Rail Drape (3 ft. high)	$2.00 per foot	$4.00 per foot	_____	_____
Tack Board (4’ x 8’)	$85.00	$125.00	_____	_____
Ticket Tumbler (Large 21”w x 15”R)	$25.00	$50.00	_____	_____
Upright with Base	$10.00	$15.00	_____	_____
Wastebasket	$8.00	$12.00	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs. Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM $_____

_____ Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	$90.00	$125.00	$ _____	
9 x 20 Ft.	_____	$145.00	$180.00	$ _____	___Blue
9 x 30 Ft.	_____	$195.00	$230.00	$ _____	___Black
9 x 40 Ft.	_____	$255.00	$300.00	$ _____	___Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____Sq. Ft. @	$1.50 /	$2.00 =	$_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	$0.75	$1.05	$ _____
Additional Taping _____Linear ft. @	$1.00	$1.25	$ _____
Plastic Covering _____ ft. x _____ ft. =_____ Sq. ft. @	$0.75	$1.00	$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CLEANING SERVICE ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

VACUUM BOOTH CARPET

DISCOUNT $0.21 / **FLOOR** $0.24

Exhibit Space:_____ ft. x_____ft. (100 sq. ft. minimum) x _____per sq. ft. x _____days = $_____

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

PORTER SERVICE

DISCOUNT $0 .41 / **FLOOR** $0 .48

Regular Hours: 8:00 am – 4:30 pm	$25.00 x _____Hours	$29.00 x _____Hours = _____
Overtime Hours: After 4:30 pm	$37.00 x _____Hours	$41.00 x _____Hours = _____
Overtime Hours: Saturday & Sunday	$37.00 x _____Hours	$41.00 x _____Hours = _____

Total $ _____

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL FOR CLEANING SERVICE ORDER FORM $_____

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.

MATERIAL HANDLING ORDER FORM

Note Deadline Dates & Times 09-2-2014 - 4:00pm

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS**. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	$75.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans)	Showsite	$75.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. **Max weight per shipment is 25 lbs**	Advance Warehouse Showsite	$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.

- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of $40.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # **2014 San Mateo - Landscape Expo** C/O E Z Expo Services YRC Freight 201 Haskin Way, South San Francisco, CA 94080 **ARRIVAL DATES:** 30 days prior to last day accepted M – F 8:00 am – 3:00 pm Closed for Lunch 12pm – 1:00pm Last day accepted: Sept. 23 rd, 2014	Your Company Name Booth # **2014 San Mateo - Landscape Expo** C/O E Z Expo Services San Mateo Event Center 1346 Saratoga Dr. San Mateo, CA 94403 **ARRIVAL DATES:** Day(s) accepted: Sept 29th - 30th 2014 8:00am –3:00pm

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____LBS. x _____PER CWT .= $_____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms.

MATERIAL AUTHORIZATION FORM

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.

   a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.

   b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup

6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name:_____ Booth #(s):_____

Address:_____State: _____ Zip: _____

Telephone: ( ) _____ Fax: ( ) _____ Date:_____

Authorized by: _____ Signature: _____
Please Print

MATERIAL HANDLING INFORMATION SHEET

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event,

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of $50.00 per item or $1,000 per shipment whichever is less.

E Z Expo shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials,which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.

IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. ***If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.***

Hourly Rate Times		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	$100.00	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$130.00	$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (l) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	**Date**	**Time (AM) (PM)**	**No. of Fork Lift Crews**	**No. of Extra Workers**
____Installation	_____	_____	_____	_____
____Dismantling	_____	_____	_____	_____

*Allow time for return of empty containers

Describe work to be done:_____
_____

Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES _--- Indicate Service Desired
E Z Expo Services SUPERVISED (Exhibitor does not need to be present)
E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.

A 25% ($25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)
Exhibitor will supervise:

- **Installation**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____
- **Dismantle**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$108.00

The minimum charge for labor is one (l) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number or workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

Outbound Material Handling

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

Please fill out Outbound Shipping Information below.

Ship To:

_____
_____
_____

Exhibitor's Carrier:_____

The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY **9:00 PM** ON **OCTOBER 2nd, 2014** OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

HANGING SIGN ORDER FORM

Deadline for discount: 09-22-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging

Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)	**$300.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$395.00 per Crew Hour**

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)	**$370.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$470.00 per Crew Hour**

Does the Sign Require Assembly? YES NO

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. ***Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.***

NAME OF SUPERVISION_____

Day_____ **Date**_____ **Time**_____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697
FAX: 909-626-6589
email: julio@sprezrents.com

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.

- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.

- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

AUDIO VISUAL RESOURCES
Audio Visual Equipment
Order Form

Function Dates: _____

Group Name: _____

Booth Number: _____

Start Time: _____

End Time: _____

Total Days: _____

Confirmed On: _____

Quantity	Equipment	Price
_____	**6' Screen Package**	$ 75.00
_____	**Wired Podium Microphone**	$ 50.00
_____	**Wireless Handheld Microphone**	$ 125.00
_____	**Wireless Lavalier Microphone**	$ 125.00
_____	**1 Speaker PA**	$ 125.00
_____	**2 Speaker PA**	$ 250.00
_____	**4 Channel Mixer**	$ 50.00
_____	**27" TV/DVD/VCR Package**	$ 175.00
_____	**Computer Projector Package** includes: Computer Projector, Screen, Computer Interface, Cables	$ 425.00
_____	**42" LED Monitor**	$ 250.00
_____	**50" LED Monitor**	$ 350.00
_____	**60" LED Monitor**	$ 500.00
_____	**Flipchart Package**	$ 50.00

Audio Visual services provided by **AV Resources, Inc.**
973 Hall Street • San Carlos • CA • 94070 • 650.348.0400
peter@avresources.com

SAN MATEO COUNTY EVENTCENTER ON THE SAN FRANCISCO PENINSULA

Internet and Wireless
Return order and payment to: Attn: Events Department
2495 S. Delaware Street
San Mateo, CA 94403

Please Print or Type Name of Show:	PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO SMEC OR PROVIDE CREDIT CARD INFORMATION ON THE BILLING AND PAYMENT POLICY FORM.	
Exhibiting Firm Name	Phone:	Bldg Location:
Address:	Email:	
City, State, ZIP	Dates of Show:	

Phone: 650-574-3247
Fax: (650) 574-3985
Email: EventServices@smeventcenter.com
Effective September 1, 2012

Internet and Wireless Order	Discounted Prices Ordered 30 days in Advance	Standard Pricing
Complimentary Café Internet provided campus wide – 500Kb	N/A	N/A
Direct logon to SMEC Wireless through SMEC portal -1mbps per device per 24 hour time period	$15.00	$15.00
1 Secured SSID for 1 device with shared Internet Service of 1 mbps/ per device/per event.	$75.00	$100.00
1 Secured SSID bundle pack for 5 devices with shared Internet Service of 1 mbps/ per device/per event.	$300.00	$400.00
1 Secured SSID bundle pack for 10 devices with shared Internet Service of 1 mbps/ per device/per event.	$650.00	$800.00
1 Secured SSID bundle pack for 20 devices with shared Internet Service of 1 mbps/ per device/per event.	$1,300.00	$1,800.00
1 Secured SSID bundle pack for 50 devices with shared Internet Service of 1 mbps/ per device/per event.	$3,200.00	$4,000.00
1 Secured SSID bundle pack for 100 devices with shared Internet Service of 1 mbps/ per device/per event.	$5,000.00	$8,000.00
Additional 1mbps per device	$30.00	$40.00
IT remote support (1 hour minimum- charge)	$125.00/hr.	$125.00/hr.
IT onsite/report support (2- hour minimum charge) Must order a minimum of 72 hours in advance.	$175.00/hr.	$175.00/hr.
Cat 6 Cable – 15 Ft.	$20.00	$35.00
Cat 6 Cable – 50 Ft.	$85.00	$100.00
Cat 6 Cable – 100 Ft.	$175.00	$200.00
Please request quote for additional Internet access needs exceeding 1mbps or Internet needs not listed.		

The SMEC will provide standard 10/100 mbps switched Ethernet based connections with RJ-45 connectors to each specific location specified. The SMEC will issue proper IP addresses and relevant information upon completion of the order form and payment for services.

The customer must provide all network, computer hardware and software to be used in the rented space, as well as the proper configuration for such equipment. The SMEC cannot provide technical support on any issues related to the configuration of your computer equipment/devices. It is the customer's sole responsibility to provide administrative rights to configure computers/devices.

Total Amount Due: $_____

Customer acceptance of terms and conditions
_____Initial_____Date

_____
Customer Billing information Name

Form of Payment _____Check

_____Credit Card No. _____Sec No

_____Exp date Mastercard and Visa only accepted

For Cat 6 cable drop, please indicate drop location on floor plan with orientation. A move fee of $100.00 per line will be charged to relocate the circuit after it is installed. If no location is provided the drop is installed in the center

LIMITATION OF LIABILITY
Except for claims for physical injury to persons, SMCEC and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not SMCEC or its suppliers or its subcontractors have been advised of the possibility of such damage or loss In no event shall liability exceed a refund of amounts actually paid to SMCEC by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operational hours of SMCEC management. In the event that the failure of connectivity is caused by a failure or disruption of SMCEC's internet service provider, SMCEC shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of SMCEC's liability. Whenever used in this contract, the term "SMCEC" shall mean and refer to San Mateo County Event Center; hereinafter "SMCEC".

TERMS AND CONDITIONS

1. Payment and order must be received no later than 30 days prior to the event opening to qualify for discount rates.

2. Please provide all information requested on the form for speedy processing of your contract/service order.

3. Conditions for processing service contract/On-time Installation

a) Payment for service must accompany service contract.

b) Personal checks will not be accepted less than 30 days prior to the event. Company checks must be made payable to SMCEC.

c) Incomplete forms will delay processing.

d) Location of circuit in booth must be designated on the floor plan or customer provided diagram must be submitted to your Event Manager.

e) Bldg and location of services must be identified on face of form.

f) Customer provided/ordered circuits must be installed and working 1day before show move-in.

4. Any problems should be reported to CBX@smeventcenter.com.
5. Claims will not be considered unless filed in writing by Customer prior to the close of show.
6. Any additional cost incurred by SMCEC to 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMCEC or 2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
7. Only SMCEC personnel are authorized to modify system wiring or cabling. Material and equipment furnished by SMCEC for this service contract shall remain the property of SMCEC.
8. Use of Network Connection:
A. The network attachment to be provided by SMCEC may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by SMCEC will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of SMCEC equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

B. Users of SMCEC services shall not disrupt any of the SMCEC or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with SMCEC or other associated networks. SMCEC services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.

C. All devices for which SMCEC provides Internet or Networking connectivity shall be required to obtain a SMCEC assigned IP address.

D. SMCEC will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic- based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. SMCEC will only be responsible to the end of that connection or SMCEC provided device.

9. Wireless Specific: The use of any wireless device that interferes with the facility's wireless data frequency is prohibited.

10. Internet Performance Disclaimer: SMCEC does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. SMCEC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.

11. Internet Security Disclaimer: SMCEC does not provide security, such as but not limited to firewalls, etc… for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold SMCEC, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. **The client is responsible for Anti-Virus protection on all devices.** SMCEC requires that all devices directly or indirectly accessing the SMCEC network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/ necessary to protect the SMCEC network, yourself and others from viruses, worms or any malicious programs and other disruptive appliances.

12. Cancellation – No credit will be given for service cancelled after installation. Rates include all applicable taxes. A fifty ($50.00) processing charge will be applied to orders cancelled prior to installation. Credit will not be given for service installed and not used.

13. The exhibitor must provide any services (email, ftp,http servers, etc.) that are required. The SMCEC provides standard Internet connectivity, including use of DNS servers. Installations will bring the service to the requested location in the most convenient manner, and do not include any computer equipment, special wiring, or additional labor. The SMCEC Internet network is a TCP/IP network only. Please configure your computer equipment for the TCP/IP protocol only. Any connections transmitting protocols other than TCP/IP (i.e.: IPX, NETBEUI, etc.) with addresses assigned by the SMCEC, will be disconnected until the non-TCP/IP protocols are removed.

14. End user is responsible for compliance with all applicable federal, state or local laws pertaining to use of the Internet

San Mateo County EventCenter
On the San Francisco Peninsula

IT REQUEST FORM

Event: _____ **Scheduled Date:** _____

IT Support: Yes_____ **No**_____/ Onsite? Yes___/No_____ (If yes, please let date and times needed)

_____	_____	_____	_____	_____	_____
Date	Start time	End Time	Date	Start Time	End Time

IT Support Needs:

Wi-Fi: Yes_____ **No**_____

SSID: Secured____ **Non-secured**_____ **No of SSID's**_____

Whitelist for dedicated devices/

Mac Address(s):_____ _____ _____

_____ _____ _____ _____

Broadcasting Locations:

Expo Hall_____ **Fiesta Hall**_____ **Meeting Pavilion**_____ **Redwood Hall**_____

Sequoia Hall_____ **Cypress Hall**_____ **Derby Room**_____ **Other**_____

Device Bundle Packs:

10___ **20**___ **50**___ **100**___ **Other**_____

Public IP access:

Quantity_____

Wi-Fi Speed mbps:

5mbps____ **10mbps**____ **20mbps**____

Hardline (Ethernet)

7ft.____ **10ft.**____ **14ft.**____ **25ft.**____ **Other**____

THE 2014 - SAN MATEO LANDSCAPE EXPO
DESIGN • BUILD • MAINTAIN • SUPPLY

ExpoBadge®
Defining the Lead...

The 2014 San Mateo Landscape Expo
October 1-2, 2014
San Mateo County Events Center – San Mateo, CA
Exhibitor Lead Retrieval Order Form

Questions: orders@expobadge.com

Complete This Order On-Line | Submit Form by Email

ExpoBadge Lead Retrieval Equipment *Equipment descriptions attached to page 2*	Ordered by September 2, 2014	Ordered after September 2, 2014	Qty	Total
Printer Options: *(All options require electricity <1 amp, 110V)*				
ExpoBadge Lead Print:	$245	$265		0
ExpoBadge All-in-One:	$295	$315		0
Wireless: ExpoBadge All-in-One	$365	$385		0
Handheld Scanners: *(Battery operated scanners; no electricity required)*				
ExpoBadge Mobile e-Lead	$220	$250		0
ExpoBadge Mobile e-Lead+	$275	$305		0
ExpoBadge Select **(Show Special)**	$285	$315		0
ExpoBadge Extras:				
ExpoBadge Live Literature Link	$250	$250		0
Delivery, Setup, and Training	$75	$95		0
Personalized Action Codes: (Up to 20 action codes specific to your needs)	$75	$95		0
Paper: Additional Roll	$14	$18		0
USB Flash Drive	$75	$95		0
Federal Tax ID # 20-8676699		**Sub Total:**		
		CA Sales Tax:	9.00%	
		Grand Total:		

Company Information

COMPANY	CONTACT	BOOTH #
BILLING ADDRESS	CITY STATE	ZIP
EMAIL	PHONE	ONSITE PHONE

Payment Information *Billing Zip Code Required

PAYMENT	☐ AMERICAN EXPRESS	☐ MASTERCARD	☐ VISA	☐ CHECK (Make payable to ExpoBadge)
CREDIT CARD #		EXPIRATION DATE		
NAME ON CARD		*BILLING ZIP CODE		

Terms and Conditions: ☐ **I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

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ELECTRONIC LEADS DELIVERY:

An email containing a link to your leads will be sent to email address on file within 24 hours of the close of the show.
Access to the MyExpoBadge secure web portal will allow you access to your leads in multiple formats: Excel, .CSV, and .TXT

Printer Options	Details	Leads Format
ExpoBadge Lead Print	The **ExpoBadge Lead Print** is a standalone lead retrieval and printer unit. With the Lead Print, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.	**Paper Only**
ExpoBadge All-in-One	The **ExpoBadge All-In-One** will allow you to receive your leads via paper and an electronic spreadsheet. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A wireless model is also available.	Paper and Electronic

Handheld Scanners	Details	Leads Format
ExpoBadge Mobile e-Lead	The **ExpoBadge Mobile e-Lead** is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. **Instant Leads** technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Mobile e-Lead+	The **ExpoBadge Mobile e-Lead+** is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. **Instant Leads** technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Select	The **ExpoBadge Select** offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic

Extras	Details
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link. You may post up to 10 different pdfs. For further details, click on the link http://expobadge.com/expobadge/LLL.pdf
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	**Not compatible with Lead Print options** Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.

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Standard Action Codes

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

Personalized Action Codes

For an additional fee, you can personalize your action codes in order to better qualify each lead.
Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.
Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

E ☐ M ☐

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09.17.14

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
129 Sylvester Road, So. San Francisco, CA 94080
Phone: (650) 225-0900 Fax: (650) 225-0950
sanfrancisco@edlen.com

COMPANY:		BTH #	
EVENT:	**The Landscape Expo**		
FACILITY:	**San Mateo County Event Center**		
DATES:	**October 1-2, 2014**	EVENT #:	**104079SF**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314SF

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			120.00	180.00	
1000 WATTS (10 AMPS)			198.00	297.00	
2000 WATTS (20 AMPS)			295.00	442.00	
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT		Call for quote.		
ARM LIGHT (Only mounts to hard wall structures)		92.00	138.00	
8' POLE LIGHT WITH 1 FIXTURE		92.00	138.00	
8' POLE LIGHT WITH 2 FIXTURES		138.00	207.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		21.00	
POWER STRIP		21.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		110.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		220.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		Call for quote.	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

The "Method of Payment" form must be completed and returned with this order form.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09.17.14

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
129 Sylvester Road, So. San Francisco, CA 94080
Phone: (650) 225-0900 Fax: (650) 225-0950
sanfrancisco@edlen.com

COMPANY:		**BTH #**	
EVENT:	**The Landscape Expo**		
FACILITY:	**San Mateo County Event Center**		
DATES:	**October 1-2, 2014**	EVENT #:	**104079SF**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

TERMS & CONDITIONS

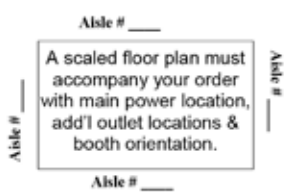
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

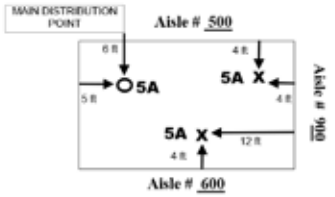
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

(IN-LINE BTHS) (PENINSULA)

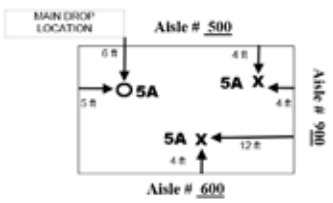
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

THE 2014 - SAN MATEO
LANDSCAPE
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EXPO

Directions to San Mateo County Event Center

1346 Saratoga Drive, San Mateo, CA 94403

From the South Bay
Take 101 North to Highway 92 West.
Exit Delaware Street and bear right on Concar Drive.
Make a right on Delaware Street and continue three blocks to Saratoga Drive.
Turn left and continue to the Saratoga Entrance Gate, which will be marked.
Turn right, go through the parking kiosks and the building will be straight ahead.

From 280 North
Take 280 North to Highway 92 East.
Exit Delaware Street.
Make a right on Delaware Street and continue three blocks to Saratoga Drive.
Turn left and continue to the Saratoga Entrance Gate, which will be marked.
Turn right, go through the parking kiosks and the building will be straight ahead.

From the North Bay
Take 101 South to Highway 92 West.
Exit Delaware Street and bear right on Concar Drive.
Make a right on Delaware Street and continue three blocks to Saratoga Drive.
Turn left and continue to the Saratoga Entrance Gate, which will be marked.
Turn right, go through the parking kiosks and the building will be straight ahead.

From 280 South
Take 280 South to Highway 92 East.
Exit Delaware Street.
Make a right on Delaware Street and continue three blocks to Saratoga Drive.
Turn left and continue to the Saratoga Entrance Gate, which will be marked.
Turn right, go through the parking kiosks and the building will be straight ahead.

From the East Bay
Take the San Mateo Bridge (Highway 92) West.
Exit Delaware Street and bear right on Concar Drive.
Make a right on Delaware Street and continue three blocks to Saratoga Drive.
Turn left and continue to the Saratoga Entrance Gate, which will be marked.
Turn right, go through the parking kiosks and the building will be straight ahead.

Public Transportation
SamTrans and Caltrain provide convenient and cost-effective service. Three SamTrans routes provide service to the Event Center from throughout the county and San Francisco. Route 292 provides direct service.

Routes 390 and 391 offer service along El Camino Real with a stop at 25th Avenue, two blocks west of the Event Center. Caltrain stops at the Hillsdale station, close to the Event Center.